

ARTICLE XV-A CITY PLANNING BOARD RESPONSIBILITIES

Section 1501-A Designation of City Planning Board

The City Planning Board has been designated by the City Council as the Advisory Committee to the City of Jackson in zoning matters and is vested with the rights and responsibilities as provided in Mississippi Code Annotated Section 17-1-17 (1972). The City Planning Board shall adopt reasonable rules and regulations governing the conduct of its zoning affairs and in keeping with the provisions of this Ordinance.

Section 1502-A Powers and Duties

The City Planning Board shall have the following powers and duties as hereinafter listed:

1. To hold public hearings on rezonings, area-wide rezonings, establishment of overlay zoning districts, text amendments, use permits, special exceptions to and/or variances from the provisions of this Ordinance.
2. To make a written decision of its finding on each application, which decision will become a recommendation to the City Council.
3. To affirm, reverse, or modify any written order, determination, interpretation, requirement, or decision of the Zoning Administrator, as may be deemed advisable or from which an appeal may be made, all in accordance with the provisions of this Ordinance.

Section 1503-A City Planning Board's Zoning Meeting

The City Planning Board's Zoning Meeting shall be governed by the rules for the conduct of its zoning affairs as adopted by the City Planning Board. Officers shall consist of a Chairperson, as determined by the Chairman of the City Planning Board, responsible for the conduct of all City Planning Board's Zoning meetings and hearings; a Vice Chairperson, who shall act for the Chairperson in their absence, and a Recording Secretary. The City Planning Board's Zoning Meeting may secure the services of a Court Reporter to assist a recording secretary in obtaining complete and accurate minutes of the City Planning Board's Zoning Meeting proceedings, and/or may authorize use of a tape recorder. To preserve order during conduct of meetings and public hearings, the Zoning Administrator shall act in the capacity of Sergeant at Arms.

Section 1504-A City Planning Board's Zoning Meetings

The City Planning Board's Zoning Meeting shall meet at the call of the Chairperson upon determination of need, as advised by the Zoning Administrator and at such other times as the City Planning Board may require to discharge its duties and responsibilities in the conduct of public hearings and in upholding the provisions of this Ordinance, provided, however, that the City Planning Board shall have a zoning meeting at least once each month, such meeting to be held on a regularly established schedule, time, and place open to the public.

Section 1505-A Proceedings of the City Planning Board's Zoning Meeting

The City Planning Board shall keep a record of its proceedings at zoning meetings, all of which shall be a matter of public record, in the office of the Zoning Administrator, and shall make a report of its findings on each petition heard to the City Council.

Section 1506-A City Planning Board Recommendation

At the conclusion of each zoning meeting, the City Planning Board shall formulate a recommendation on each petition presented at a zoning meeting upon which a hearing

was held. At the conclusion of a zoning meeting, the City Planning Board shall forward its recommendation together with maps and other descriptive materials, including a transcript of testimony, but only in the event of an appeal, to the City Council for their consideration and official action. The Planning Department office shall maintain a file of data and materials on all zoning proceedings of the City Planning Board's Zoning Meeting and of the City Council.